



Oakville Jaguars Soccer Academy

Oakville, ON | www.oakvillejaguars.com

Bench Manager Requirements Policy

Certification Standards for Parents & Volunteers Sitting on the Bench

Policy Number	Version	Date Issued	Applies To
OJSA-BM001	1.0	2025	All Bench Managers, Team Managers & Bench-Side Volunteers

What is a Bench Manager? A Bench Manager (also called a Team Manager or Team Official) is a parent or volunteer who sits on the team bench during games to assist the head coach with administrative and logistical duties — such as managing the game sheet, tracking player substitutions, and communicating with parents. The Bench Manager is an official team representative and must be registered with Ontario Soccer.

Important: Only individuals listed on the official team roster and holding the required certifications are permitted to sit on the bench or in the designated bench area during Ontario Soccer-sanctioned games. Individuals without valid certification may not be on the bench and may cause the team to forfeit.

1. Mandatory Certifications

All Bench Managers must complete the following certifications **before** sitting on the bench at any sanctioned game or training session. Certificates must be submitted to the OJSA office and be available for presentation at games on request.

1 Respect in Sport — Activity Leader Program

~\$20 Online Valid 5 years

Covers creating a safe, respectful sporting environment. Addresses abuse, harassment, bullying, and discrimination. Mandatory for all Ontario Soccer team officials. Certificate is transferable across sports.

[Register at ontariosoccer.respectgroupinc.com](https://ontariosoccer.respectgroupinc.com)

2 NCCP Emergency Action Plan

Free Online ~15 minutes

Teaches how to respond to emergencies during sport activities — including when to call 911, how to manage the scene, and how to communicate with emergency services. Required for all bench personnel.

[Complete at coach.ca/nccp-emergency-action-plan](https://coach.ca/nccp-emergency-action-plan)

3 NCCP Rule of Two

Free Online ~15 minutes

Explains the Rule of Two — that no adult should be alone with a minor in sport. Covers why the rule exists, how to implement it, and how to handle situations where it may be at risk of being violated.

[Complete at coach.ca/rule-of-two](https://coach.ca/rule-of-two)

NCCP Making Headway in Soccer (Concussion Awareness)

4 Free Online ~30 minutes

Covers recognition of concussion symptoms, immediate response, and the graduated return-to-sport process. Required for all bench personnel working with players U11 and older.

 Complete at coach.ca/nccp-making-headway

5 NCCP Making Ethical Decisions

Free Online — course + evaluation

A two-part module: an online course covering ethical decision-making in sport, followed by an online evaluation.

Both the course AND the evaluation must be completed. Focuses on fair play, integrity, and professional conduct.

 Complete at coach.ca/ethics-in-sport

6 Police Vulnerable Sector Check (VSC)

In-person or online via local police service Valid 3 years

Required for all adults who have regular contact with minors in a position of trust. Must be obtained through your local police service. Submit a copy to the OJSA office before sitting on the bench. Renewed every three years or as required by Ontario Soccer.

 Halton Police — Record Check

2. Ontario Soccer Registration

All Bench Managers must be officially registered as a Team Official with Ontario Soccer through OJSA. You will receive an Ontario Soccer registration number and ID card. This ID **must be brought to every game** and presented to the referee or opposing coach on request. Failure to present valid registration may result in the individual being removed from the bench area.

To register, contact info@oakvillejaguars.com — OJSA will process your registration through the Ontario Soccer system.

3. Submission of Certificates

Once certifications are complete, submit copies of all certificates to info@oakvillejaguars.com with the subject line "Bench Manager Certifications — [Your Name] — [Team Name]". OJSA will confirm your eligibility in writing before the first game of the season.

4. Responsibilities on the Bench

As an official team representative, the Bench Manager is expected to:

- Manage and verify the game sheet before submission to the referee
- Track player substitutions and communicate with the coaching staff
- Carry the team's Player Emergency Information Forms to every game
- Know the location of the nearest first aid kit and AED at each facility
- Model respectful behaviour and uphold the OJSA Coach & Staff Code of Conduct at all times
- Never be alone with a minor (Rule of Two applies at all times)

5. Certification Maintenance

Certification	Valid For	Renewal
Respect in Sport — Activity Leader	5 years	Re-register at ontariosoccer.respectgroupinc.com
NCCP Emergency Action Plan	No expiry (check with OJSA annually)	Re-complete if requested by Ontario Soccer
NCCP Rule of Two	No expiry (check with OJSA annually)	Re-complete if requested by Ontario Soccer
NCCP Making Headway	No expiry (check with OJSA annually)	Re-complete if requested by Ontario Soccer
NCCP Making Ethical Decisions	No expiry (check with OJSA annually)	Re-complete if requested by Ontario Soccer
Police Vulnerable Sector Check	3 years	Re-apply through local police service

6. Certification Checklist

Use this checklist to track your progress. Submit to OJSA once all items are complete.

- ☐ Respect in Sport — Activity Leader Program — certificate submitted to OJSA
- ☐ NCCP Emergency Action Plan — certificate submitted to OJSA
- ☐ NCCP Rule of Two — certificate submitted to OJSA
- ☐ NCCP Making Headway in Soccer — certificate submitted to OJSA
- ☐ NCCP Making Ethical Decisions (course + evaluation) — certificate submitted to OJSA
- ☐ Police Vulnerable Sector Check — copy submitted to OJSA
- ☐ Ontario Soccer registration completed through OJSA — ID card received
- ☐ Bench Manager Waiver signed and submitted to OJSA

Questions? Contact **info@oakvillejaguars.com**